



DEPARTMENT OF REAL ESTATE  
Equal Opportunity Employer  
Job Opportunity

Office Assistant (General)  
Los Angeles Enforcement  
Permanent — Full-time

The Department of Real Estate has an opening in its Los Angeles Enforcement Section for an Office Assistant (G). This position is permanent, full-time. The Department is located at 320 W. 4th Street, Suite 350, in downtown Los Angeles. Note: Filling of this position subject to budget approval.

***Duties of the position may include:***

- The primary responsibility of this position is to provide mail and stock room services for the Los Angeles District Office.
- Receive, sort and deliver mail and inter-office communications. Prepare appropriate forms for FedEx, UPS and other courier services. Ensure that mail is delivered to appropriate staff.
  - Prepare, weigh and stamp outgoing mail. Prepare and log in appropriate book certified/registered mail and complete certification of mailing.
  - Maintain control of inventory and prepare and process requisition forms for replacing depleted stock. Prepare, process and track orders for special items, equipment and/or furniture.
  - Check all goods and items received against Bills of Lading, Purchase Orders, and follow-up on items not delivered on that order. Record items as delivered until order completed; Process and distribute inter-office supplies.
  - Coordinate shipment and retrieval of files to Archives, and assist with the destruction of confidential records.
  - Provide proctoring services for Professional Responsibility, Broker or Salesperson Exams as needed.
  - Provide backup assistance to the copy room and front counter as needed.
  - Assist with file purging for destruction or shipment to the State Records Center.

***Necessary qualifications:***

- Ability to sort and route mail to appropriate staff.
- Ability to answer, screen and transfer phone calls.
- Ability to attain a working knowledge of DRE licensing requirements when backing up the public counter or phones and provide professional customer service.
- Ability to keyboard and maintain accurate records.
- Communicate effectively, both orally and in writing, using good grammar, punctuation and spelling.
- Excellent interpersonal skills.
- Ability to work under pressure and within mandated timeframes.
- Ability to maintain and properly file records, whether numerical or alphabetical.
- Patience and tact in dealing with the public, staff members and others.
- Excellent organizational skills and flexibility to adjust to changing demands.

***Desirable qualifications:***

- Computer literate, preferably with experience in Microsoft Word and Excel.
- Ability to operate a Pitney Bowes Mail Machine and electronic scale to process outgoing mail and perform maintenance and minor repairs.
- Dependability and reliability.
- Excellent attendance.
- Ability to lift up to 50 lbs. as necessary.

|                |              |         |               |
|----------------|--------------|---------|---------------|
| <b>Salary:</b> | <b>OA(G)</b> | Range A | \$2074 – 2519 |
|                |              | Range B | \$2280 – 2770 |

**Who may apply:** Current State employees at the Office Assistant (G) level, those who are transferable, or individuals with list eligibility may apply. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice. Please indicate RPA #08-018 on line 12 of your application.**

***Submit Applications to:***

Linda Luna, Human Resources  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802

***For information on the position contact:***

DeBorah Jackson-Pickett, Office Services Supervisor III  
Los Angeles District Office  
(213) 576-6976

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**FINAL FILING DATE: Open Until Filled**

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.

**Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview. Interviews may be conducted on a flow basis.**